

Subject: ANP: Project Approval Process

Related Department(s): CPHD

FY 2025 Proposed Capital Budget

CIP Work Session

The following information is provided in response to a request made by Ms. Cunningham; at the work session on *06/11/2024*, regarding the following question:

What is the amount of time it takes from when an Arlington Neighborhoods Program (ANP) project is brought to the County for consideration until it is approved for funding?

Following all the steps in this part of an ANP project process, it takes 9-14 months to “Qualify” a neighborhood project for presentation at an ArNAC funding round (which occurs in June or December each year). This timeframe is calculated from an initial entry of a proposed project in ArNAC’s “1st Priority Project List”.

Note:

1. Different project types have varying timelines. For example, streetlight or beautification projects are shorter, while sidewalk and park projects generally take longer.
2. Various factors can affect project timelines, extending the length of time beyond 9-14 months. Examples include:
 - Lack of Block Representative
 - Staff capacity
 - Scope changes
 - Redesign after a failed petition
 - Project queue on the “1st Priority Project” list
 - Civic Association slow to complete the Clipboard Petition
 - Complicated design or code issues to be resolved
 - Lag time between when a project becomes “Qualified” and the next ArNAC funding round.

PROCESS to bring a proposed project to an ArNAC Funding Round:

To start an ANP project (*for this example, using the overall process of an ANP sidewalk/street improvement project*)

1. Civic association requests a new “1st Priority Project”:

When a civic association has decided on a project they would like to put forward through the ANP process, it is submitted by their ArNAC Representative and added to ArNAC's "1st Priority Project List" as a "Proposed Project".

This "1st Priority Project List" gets updated with new proposed projects following each of ArNAC's Funding Rounds (held in June or December).

2. Once on the list, a civic association (CA) can initiate work on their proposed project with their assigned ANP Planner. The CA identifies a neighborhood Block Representative who gathers signatures in support of the proposed project on a General Interest Survey ("Clipboard Petition").
3. This process ends after passage of a 2nd petition by the neighborhood ("Final Petition"), at which time the proposed project is considered "Qualified" and is ready for presentation at an ArNAC Funding Round.

Key steps in the above process:

- Civic association undertakes the Clipboard Petition procedure
- Department of Environmental Services (DES) conducts site surveying
- DES develops a Concept Design
- ANP/DES present the Design to the neighborhood
- CA undertakes Final Petition procedure
- Proposed project achieves "Qualified" status

PROCESS to County Board Funding:

At a Funding Round meeting, ArNAC votes to approve "Qualified" projects for recommendation to the County Board for funding. Once approved, it typically takes 2-3 months to prepare and present/request funding by the County Board at one of their regular Saturday meetings.